

SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 10 – 12, 2006

Collective Bargaining Identification: S03

Job Analysis Conducted By: Susan Trevino, Associate Personnel Analyst
Julie Amaro, Staff Services Analyst

Number of Incumbents: Per Department of Corrections and Rehabilitations
Filled/Vacant Position Report dated January 17, 2006,
there are 47 incumbents in this classification.

Names of the Subject Matter Expert(s) and their background:

Guerdon R. Churchill, Asst. Superintendent of Education (A), Office of Correctional Education
For the past year, Mr. Churchill has been in an acting assignment as an Assistant Superintendent of Correctional Education and prior to that was a Supervisor of Correctional Education Programs for 5 years.

Tamarin McKee-Sani, Asst. Superintendent of Education (A), Division of Juvenile Justice
For the past year and a half, Ms. McKee-Sani has been in an acting assignment as an Assistant Superintendent of Correctional Education and prior to that was a Supervisor of Correctional Education Programs for 5+ years.

Rosemary Ndoh, Supervisor of Correctional Education Programs, Avenal State Prison
Ms. Ndoh works as a Supervisor of Correctional Education Programs for the Department of Corrections and Rehabilitations at Avenal State Prison. She has held this position for the past 2 ½ years.

Gary Sutherland, Supervisor of Compensatory Education, Office of Correctional Education
Mr. Sutherland currently works for the departments Office of Correctional Education as a Supervisor of Compensatory Education. He has been with the department for 22 years.

David Crosson, Retired Superintendent of Education, Division of Juvenile Justice
Mr. Crosson recently retired as a Superintendent of Education with the Division of Juvenile Justice. He held this position for 15 months and worked a total of 36 years for the department.

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The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- Consultation with Subject Matter Experts